

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Preparedness Manager	
TITLE CODE: 1550	SERIES: Program Management Series
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$18.08-\$23.00 GRADE: 21 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate supervisor or other assigned staff.	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Direct, plan, organize, establish and implement program goals and objectives of a full range of public health services with focus in public health preparedness and response plan to support local, regional and statewide response to incidents of bioterrorism, catastrophic infectious disease or other public health threats. This position will be at the regional level, local level with primary focus in Preparedness over multiple counties or at the local level in Preparedness and other complex programs and services in a very large or multiple county areas. Supervise or manage the work of technical, non-technical, professional, clerical personnel which includes supervisors.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Master's Degree in Public Health, Public or Business Administration or Health related field.

EXPERIENCE: Two (2) years of progressive responsibility in a supervisory or management capacity in a community or public health organization that included specific experience in public health programs

SUBSTITUTION CLAUSE: See below.

EDUCATION: None

EXPERIENCE: Bachelors and two (2) years of experience in public health, community health agency or similar capacity will substitute for the required education.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) none.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Interview, hire, assign, direct and may evaluate performance and conduct discipline of staff. Monitor and mentor staff as expert source promoting team building/positive working environment and use of effective decision making skills as expert source/consultant in assigned areas of specialization, provide effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate agency meetings, provide program assistance and consultation, in-service education to program staff or required agencies within the community in the determination of financial or program eligibility and billing. Prepare and accurately document case records and reports, and use appropriate resources to ensure compliance with federal, state, and local regulations and policies. Attends monthly regional health care preparedness meetings. Develop and promote effective relationships with health care providers, local and regional emergency response partners, within the community, local or state agencies. Manage and determine authorization of budget expenditures or act as liaison with funding authority within departmental fiscal unit which may monitor and evaluate program services through quality assurance audits. May prepare grant proposals, collection and analysis of statistical data for program services, health promotion/health education services and training programs consistent with agency objective.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office but may require within the community during emergency events.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 9-6-10

DATE OF LAST REVISION:

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.